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ABSTRACT

This document sets forth the standards recommended by the Continuing Education Service-Continuing Education Unit (CES-CEU) Committee at Michigan State University for use during the test period, the 1973-74 academic year. Defining the CEU as "ten contact hours of participation in an organized continuing experience, under responsible sponsorship, capable direction, and qualified instruction." Six specific objectives and six criteria for CEU approval of instructional programs are suggested. The appointment of a screening committee and instructions for submitting a request for CEU program approval are fully described. Included are step-by-step guidelines for registration and certification procedures and the maintenance of student and program records. Also offered are a sample Program Record Attendance form and three exhibits: a Request for CEU Approval form, data sheet for CEU Registration forms, and a flow chart of approval procedures. (MW)

ED 090430

PRELIMINARY HANDBOOK OF CRITERIA AND PROCEDURES TO BE USED WITH CES-CEU PROGRAMS: 1973-1974

MICHIGAN STATE UNIVERSITY

CONTINUING EDUCATION SERVICE

October, 1973

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TABLE OF CONTENTS

		Page
1.	INTRODUCTION	1
2.	THE RATIONALE AND CRITERIA FOR THE CEU	2
3.	THE SCREENING COMMITTEE	6
4.	SUBMITTING A REQUEST FOR CEU PROGRAM APPROVAL	7
5.	GENERAL PROCEDURES FOR THE "REQUEST FOR CEU APPROVAL" FORM	11
6.	REGISTRATION AND CERTIFICATION PROCEDURES	13
7.	MAINTENANCE OF STUDENT AND PROGRAM RECORDS	15
8.	EXHIBITS	16
	A. REQUEST FOR CEU APPROVAL FORM	16
	B. LIST OF VARIABLES INCLUDED ON THE CES REGISTRATION FORM	18
	C. FLOW CHART OF APPROVAL PROCEDURES	19

1. INTRODUCTION

In the Summer of 1973, a group of Continuing Education Service (CES) program administrators and department heads began meeting to discuss the use of the Continuing Education Unit (CEU) with selected CES non-credit instructional programs (the CES-CEU Committee). The Committee decided that a set of criteria and procedures should be developed and tested during the 1973-74 academic year, followed by a review to determine their effectiveness and appropriateness. This document sets forth the criteria and procedures recommended by the CES-CEU Committee for use during the test period.

2. THE RATIONALE AND CRITERIA FOR THE CEU

The growth of non-credit instructional programming (courses, conferences, television courses, and the like) in institutions of higher education is well recognized and it is assumed that further growth will occur. A Carnegie Commission report predicts that during the 1970's and 1980's non-credit continuing education programs will become a major component of American education. This increase in programming has caused employers, professional associations, and others to take non-credit learning into account when appraising the personal and occupational growth of an individual. It was this need to make comparisons and transfer records of non-credit learning that caused the National Task Force* to create a uniform unit of measure, the Continuing Education Unit. The Continuing Education Unit is defined as "Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction. Continuing education, for the purpose of this definition, includes all institutional and organizational learning experiences in organized formats that impart non-credit education to post-secondary-level learners."

The National Task Force defined its objectives in establishing the CEU as follows:

> The C. E. unit was designed to facilitate communication about continuing education from one person to another, from one institution to another, from employee to employer, and from one time period to another. Some specific objectives which the C. E. unit will fulfill are:

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*The CEU was developed and tested by a national task force representing such groups as the U. S. Office of Education, the National Commission on Accreditation, the U. S. Civil Service Commission, the National University Extension Association, the American Society for Personnel Administration, the American Medical Association, the American Management Association, and others.

1. To systematize the recording and reporting system for continuing education by establishing a uniform, nationally accepted unit of measurement of participation in non-credit continuing education.

2. To provide a uniform system for accumulating statistical data at local, state and national levels on the total amount of participation in continuing education activities.

3. To permit the accumulating, updating, and transfer of the continuing education record of an individual.

4. To encourage long-range educational goals and a continuing education process of lifelong learning for individuals, for professional groups, and by institutions.

5. To make the pursuit of knowledge more attractive as a way of personal and professional development and provide a framework within which an individual can develop at his desired pace.

6. To permit and encourage the adult student to marshal and utilize a host of continuing education resources to serve his particular needs.

The C. E. unit is intended to serve all interests in continuing education, whether public or private, and whether individual, instructional, institutional, organizational, governmental or societal.

The unit is applicable to the appropriate learning experiences of adults at all levels from post secondary to post doctoral; for all classes of adult learners, whether vocational, technical, professional, managerial or adults bent on personal improvement; and in all formats of teaching and learning known to the field of education.

The unit is expected not only to provide a record for the individual student, but to provide a measure which can be used by the institution to record the amount of its continuing education activity.

Throughout its history, Michigan State University has sought to serve the people of the State through teaching, research, and public service. Its record of extending resources beyond the resident student body is distinguished. The 1972 Presidential Task Force on Lifelong Education has reaffirmed the University's commitment to lifelong education.

The Task Force in its report, "The Lifelong University," formulated 67 recommendations for expanding and modifying lifelong learning at MSU. Recommendation 11 of the Report relates to maintaining a more complete record of participation in non-credit instructional experiences. "The University should also investigate the feasibility of providing all participants in non-credit, non-degree educational experiences with appropriate documentation of their participation."

Effective Fall Term, 1973, the Continuing Education Service will adopt the CEU as a means of recording participation in CEU-approved programs. Any CES non-credit, instructional program which meets the following six criteria may be submitted for CEU approval.

1. The activity is a continuing education learning experience.
2. There is evidence of pre-planning which includes a written statement of objectives and/or rationale and a description of the program content and instructional methodology.
3. Content is organized and presented in a sequential manner.
4. The program development and planning includes input* by CES personnel and any two of the following:

   (a) Representation from the population to be served;
   (b) MSU personnel with content expertise in the program area;
   (c) Non-MSU personnel with content expertise in the program area.

5. There is a provision for registration and certification for individual participants.
6. Minimum attendance and participation requirements will be specified for each program.

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*Input means furnishing information and/or advice which is significant to the resulting program.

The following examples suggest the types of programs which ordinarily would not be awarded continuing education units:

1. Any program carrying secondary academic credit or leading to high school equivalency certificates or diplomas.

2. Programs which only use MSU facilities, administrative and coordinating services.

3. Organizational orientation training programs.

4. Short duration programs not clearly related to specific instructional purposes or goals.

No person shall be granted both Carnegie Units and CEU's for participation in a single program although that program may be approved for both Carnegie Units and CEU's.

3. THE SCREENING COMMITTEE

A five-member Screening Committee will be appointed by the CES Director. Composition of the Committee and terms of office are as follows:

(a) Associate or Assistant Director of CES--three-year term the first appointment only; then, a two-year term;

(b) Assistant Dean/Coordinator for CES--two-year term;

(c) CES Department Head--one-year term;

(d) CES Program Administrator*--one-year term; and

(e) CES Faculty/Staff member-at-large (no restrictions on position)--one-year term.

The CES Director will designate the Committee Chairman. It will be the Chairman's responsibility to convene the Committee on a regular, monthly schedule which is announced in advance to all CES units. The Chairman may convene the Committee more frequently, if necessary. "Request for CEU Approval" Forms should be submitted by Program Administrators to the Chairman at least two days before the scheduled Committee meeting. Requests will be processed and returned to Program Administrators no later than 40 days after submission. The expectation is that requests will be processed and returned as quickly as possible.

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*Program Administrator refers to any CES Faculty/Staff member who has direct responsibility for a program.

4. SUBMITTING A REQUEST FOR CEU PROGRAM APPROVAL

Any CES Program Administrator may submit a request for CES approval of a non-credit instructional program. This is done by completing the "Request for CEU Approval" form (see Exhibit A) in compliance with the following instructions:

Completing the "Request for CEU Approval" Form

Please type all information on the form.

CES Unit Sponsoring Program. Give the name of the CES program unit sponsoring (or administering) the program.

CES Program Administrator. Give the name of the CES staff member directly responsible for this particular program. (This will usually be the person submitting the Request.)

Person Certifying Participants. Give the name of the individual who will be responsible for certifying (on the appropriate form) those participants who have satisfactorily completed the required hours of participation. This should be an MSU employee who has a direct connection with the program--either in its administration or in the instruction. If this is the CES Program Administrator, put "SAME" in this line.

Program Title. Give the title by which this program is reported on the CESIS Activity Report Form.

Program Number. Give the eight-digit I. D. number by which this program is reported on the CESIS Activity Report Form.

Starting Date. Give the month, day, and year when this program starts. NOTE: If this program will be repeated one or more times during the year following approval, give the starting date for the first offering.

Ending Date. Give the month, day, and year when this program ends. NOTE: If this program will be repeated one or more times during the year following approval, give the ending date for the first offering.

Location. If the program is held off campus, give the county and city in Michigan where the program will be held. If the program is held on campus, give the county (Ingham) and the building where registration is to be held (i. e., Kellogg Center).

Brief Description of Instructional Format. Describe the primary instructional mode(s) that will be utilized in this program. For example, "Large-group lectures will be followed by small-group discussions. Participants will observe new surgical procedures and have an opportunity to review them on video tapes."

Number of Calendar Days. Give the number of different days on which the program will be held.

Number of Instructional Hours. Give the number of clock hours (60 minutes 1 hour) of actual instructional activity provided in the program for a single participant. Do not include registration, breaks, free time, lunch, and the li For fractions of hours less than 30 minutes, round to nearest lower hour; if 30 minutes or more, round to nearest higher hour.

Hours of Participation Required. Give the minimum number of hours of participation that a single participant must attend in order to qualify for the number of CEU's requested. For example, one CEU = 10 contact hours of instruct so, if a program has 23 instructional hours, you could request 2 CEU's and requ 20 hours out of 23--or--you could request 2.3 CEU's and require 23 hours of participation. NOTE: A participant earns all or none of the CEU value.

Number of CEU's Requested. Indicate the number of CEU's you wish to have approved for this program. You may ask for fewer CEU's than the 10 to 1 ratio (i.e., 1 CEU = 10 contact hours of instruction) but you may not ask for more.

Number of Participants Expected. Give the most realistic estimate possibl of the number of paid registrations you expect for this program.

Program Planning Representation. One criterion that must be met by a program receiving CEU approval is that the program planning and development inclu (1) input by CES personnel and two of these three: (2) MSU personnel with content expertise in the program area; (3) non-MSU personnel with content expertis in the program area; (4) input from the population to be served. Please indica the input source for each category of participation in the planning and develop of this program.

NOTE: Please repeat date, program title, and program number on Page 2.

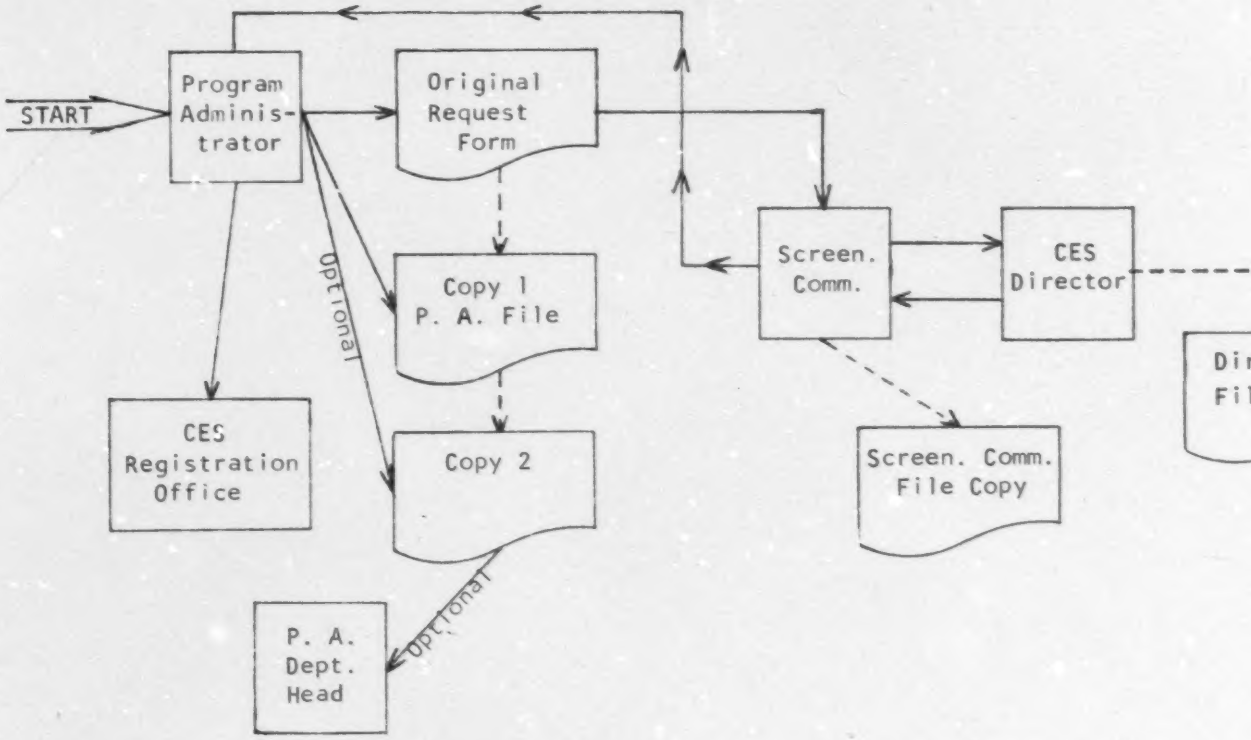
Program Objectives and/or Rationale. Specify the objectives to be met by this program or give the purposes, background, and reasons for offering this pr gram. Information in this section should be as specific as possible.

Subject Matter Content. Describe the subject matter and substantive co
of the program. Examples of specific topics to be covered might be used in
section.

Instructional Methodology. You have already described the instructiona
format on Page 1 of this form. In this section, you should provide addition
information on methods to be employed.

Other Relevant Information. In this section, give any additional infor
about the program that you consider important. NOTE: If this program will
repeated one or more times during the year following approval, list in this
the starting and ending dates for all succeeding sessions, along with estima
of attendance.

Distribution Flow Chart and Procedures



Program Administrator completes "Request for CEU Approval" form and makes two (2) copies:

(a) original to Screening Committee Chairman;
(b) 1 copy for P. A. files;
(c) 1 copy for P. A.'s department head (optional).

Chairman, Screening Committee (following Committee recommendation) forwards original to CES Director.

CES Director approves/disapproves, makes copy for his files, and returns original to Screening Committee Chairman.

Chairman, Screening Committee makes copy for Committee files and returns original to Program Administrator.

Program Administrator (if request approved) makes copy of signed form for his files and forwards original to CES Registration Office.

5. GENERAL PROCEDURES FOR THE "REQUEST FOR CEU APPROVAL" FORM

The general procedures for the "Request for CEU Approval" will involve a Screening Committee Recommendation and Director Approval/Disapproval as follows:

1. Screening Committee Recommendation

   (a) After the "Request for CEU Approval" form has been completed by the Program Administrator and, if necessary, cleared through the administrative head of the CES unit sponsoring the program, the original of this form should be submitted to the Chairman of the Screening Committee and a copy retained by the Program Administrator.

   (b) The "Request for CEU Approval" will be reviewed by the five-member Screening Committee at its next meeting. A recommendation will be made by the Committee to approve or disapprove the request. If approved, the Committee will specify the number of CEU's it recommends. If disapproved, the Committee will state the reason. At least three (3) members of the Screening Committee must agree before the recommendation can be forwarded.

   (c) After the recommendation has been made by the Screening Committee, the Chairman shall date and sign the "Request for CEU Approval" form and forward it to the Director of the Continuing Education Service for final approval or disapproval.

2. Director Approval/Disapproval

   (a) The final approval or disapproval rests with the Director of Continuing Education.

   (b) The Director of CES may either accept, reject or alter the recommendation of the Screening Committee to approve or disapprove the "Request for CEU Approval." After dating and signing the form, the Director should retain a copy and return the original to the Chairman of the Screening Committee.

(c) The Chairman of the Screening Committee should retain a copy for the Committee files and return the original to the Program Administrator.

(d) If the same program is to be offered more than once during a year, initial approval will include all repetitions during the succeeding twelve months.

6. REGISTRATION AND CERTIFICATION PROCEDURES

Once a program has been approved, the Program Administrator assumes responsibility for advertising CEU approval to potential registrants. This should be accomplished by using the following promotion statement.

This Program Approved for Continuing Education Units (CEU's).

> The Continuing Education Service of Michigan State University awards _____Continuing Education Units (CEU's) for full participation in this program.
>
> The Continuing Education Unit is defined as "Ten contact hours of participation in an organized continuing education experience under responsible sponsorship, capable direction, and qualified instruction."
>
> CEU's are a nationally recognized recording device for substantive non-credit learning experiences and are an appropriate measure of in-service education and training.

In addition, the Program Administrator will immediately forward the original of the Approval Form to the CES Registration Office, which will be responsible for the registration of CEU-approved programs. All enrollments will be processed through this Office. This Office will also help coordinate off-campus registrations for CEU programs.

Each registrant will complete the CES Registration From (Exhibit B) in its entirety, according to the following procedures and instructions.

> This form will be used to register all non-credit programs (CEU Approval) for the Continuing Education Service. It will also substitute as a fee card. Please type or print all information.
>
> The following will assist you in preparing this form.
>
> (a) Forms may be obtained from the CES Registration Office.
>
> (b) Registration forms will be completed in quadruplicate.

(c) List the complete name of the registrant (last, first, middle).

(d) Give complete home address--number, street, city, state, and zip.

(e) Enter social security number--to be used as a student I. D. number.

(f) Provide home and business phone numbers.

(g) Give name of the employer and employer's address--to be used for billing and refund purposes.

(h) Give year of birth only.

(i) Give job title or generic name of occupation.

(j) CE Unit Value--number of CEU's requested by CES Program Administrator (CEU Approved Programs only).

(k) CE Unit(s) Awarded--CEU's awarded on completion of program (circle yes or no) (CEU Approved Programs only).

(l) Enter program number--Give the 8-digit I. D. number by which is reported on the CESIS Activity Report Form.

(m) Give the name of the CES program unit sponsoring (or administering) the program.

(n) Enter program title and starting date.

Distribution Procedures

(a) Original copy to be maintained by Registration Office.

(b) One copy to CES Program Administrator (CEU Approved Program only).

(c) One copy to Business Office.

(d) One copy to registrant (receipt copy).

Following the close of registration, the Registration Office will transmit to the Program Administrator . . . . .

NOTE: The section on certification will be completed by the Committee during Fall Term.

Certification Procedures

The purpose of certification is to assure that those students who have satisfactorily completed the required number of instructional hours will be awarded the appropriate number of CE Units approved for a specific program.*

Following the close of registration, the registration office will transmit to the Program Administrator a copy of the student's completed registration form. The Program Administrator, or his designated officer, will then be responsible for certifying program attendance. Certification will be recorded on a "Program Attendance Record" by the Program Administrator/Certifying Officer, and on completion of the program the Program Administrator will forward the original of the certified list to the registration office.

The "Program Attendance Record" will be prepared in duplicate and and to include the following information:

A. Program Title

B. Program Number

C. Starting and Ending Date

D. CES Unit Sponsoring Program

E. CE Units Earned

F. Location of the Program

G. Full Name of the Student

H. Student Number (Social Security No.)

I. Home Address

J. Sex

K. Birth Date

L. Occupation

M. Signature of Certifying Officer

*CE Units will not be awarded for partial participation within a particular program.

MICHIGAN STATE UNIVERSITY

Distribution
Copy 1 - Registration Office
Copy 2 - Program Administrator

Continuing Education Service

Program Attendance Record

Certifying Officer (Signature)

Program Title & Number	Starting And Ending Date	CES Unit Sponsoring Program	CE Units Earned	Location Of Program

No.	Name (Last, First, Middle)	Social Security Number	Home Address Street, City, State, Zip	Sex	Birth Date Mo. Day Yr.	Occupation
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						

7. MAINTENANCE OF STUDENT AND PROGRAM RECORDS

NOTE: This section will be completed by the Committee during the Fall Term.

EXHIBIT A

PLEASE TYPE

MICHIGAN STATE UNIVERSITY
CONTINUING EDUCATION SERVICE

Date Submitted ____/____/____ *(Mo / Day / Yr)*

Request for CEU Approval

CES Unit Sponsoring Program _____

CES Program Administrator _____ Person Certifying Participants _____

Program Title _____ Program No. _____

Starting Date ____/____/____ *(Mo / Day / Yr)* Ending Date ____/____/____ *(Mo / Day / Yr)* Location _____

Brief description of instructional format _____

No. of Calendar Days_____ No. of Instr'l Hours_____ Hrs. of Partic. Required_____ No. of CEUs Requested_____ No. of Participants Expected_____

Program Planning Representation

CES Personnel _____ (Required)

MSU Personnel _____
Non-MSU Personnel _____
Client Input Source _____
} (Two of these 3 required)

Screening Committee Recommendation

☐ Approved for _____CEUs ☐ Disapproved because _____

_____ *Date*

_____ *Chairman, Screening Committee*

Approval or Disapproval

☐ Approved for _____CEUs ☐ Disapproved because _____

_____ *Date*

_____ *Director Continuing Education Service*

10/73

Request for CEU Approval (CONT)

Date_____/_____/_____
Month Day Year

Program Title_____ Program No._____

Program Objectives and/or Rationale

Subject Matter Content

Instructional Methodology

Other Relevant Information

EXHIBIT B

The following information will be included on the CEU-approved program Registration Form.

Registrant Data

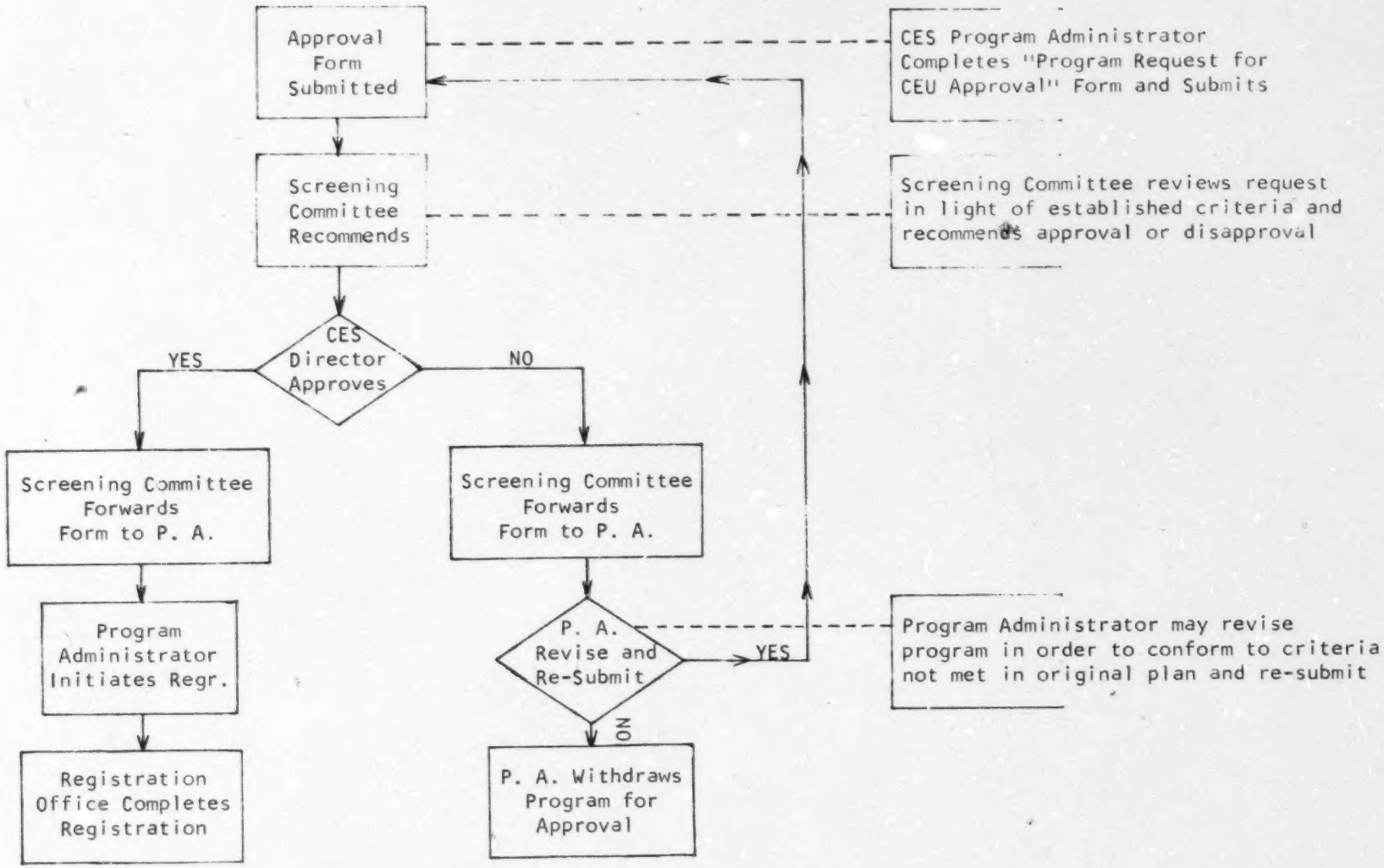
1. Last name, first name of registrant
2. Street address, city, state, zip code of registrant
3. Social security number of registrant
4. Sex
5. Home phone and business phone of registrant
6. Employer name (Firm name)
7. Employer address
8. CEU's earned (Yes/No)
9. Year of birth
10. Occupation

Program Data

1. CEU Value of Program
2. Program Title and Number
3. CES Unit Administering Program
4. Fees and Other Charges

EXHIBIT C

FLOW CHART OF APPROVAL PROCEDURES


Approval Form Submitted
CES Program Administrator Completes "Program Request for CEU Approval" Form and Submits
Screening Committee Recommends
Screening Committee reviews request in light of established criteria and recommends approval or disapproval
CES Director Approves
YES
NO
Screening Committee Forwards Form to P. A.
Screening Committee Forwards Form to P. A.
Program Administrator Initiates Regr.
P. A. Revise and Re-Submit
YES
Program Administrator may revise program in order to conform to criteria not met in original plan and re-submit
NO
Registration Office Completes Registration
P. A. Withdraws Program for Approval